

ADDENDUM

CAFRS087

Position Title: Administrative Assistant Department: Fire Rescue	Class Code: 7-8	Position Level: 7
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ADDITIONAL KEY RESPONSIBILITIES

1. Receives, reviews for accuracy and completeness, performs data entry and retrieval functions, maintains records, and corresponds to records requests for all fire rescue response and fire investigation reports.
2. Works closely with ambulance billing contractor and collection agency in providing necessary data, processing write-off requests, balancing monthly reports and other issues that arise.
3. Works closely with our Internal Audit Department to perform monthly audits of ambulance billing.
4. Analyzes and manipulates data, writes queries and generates reports using two or more different software programs specifically used for fire rescue data collection and reporting.
5. Performs online data entry and/or downloads data quarterly to Department of Health, State EMS Division to comply with mandatory pre-hospital reporting requirements.
6. Works closely with Assistant Fire Marshals in completing Fire Investigation Reports, written communications, and providing other administrative support as necessary.
7. Assists other Administrative Assistants in processing contracts, renewals, purchases, agenda items, special projects, copying, filing, and other duties as needed.

APPROVALS

Department Head:

Name: _____ Signature: _____ Date: _____

Division Director:

Name: _____ Signature: _____ Date: _____

County Administrator:

Name: _____ Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____